



KAY IVEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, ALABAMA 36130-1410
WWW.MH.ALABAMA.GOV



KIMBERLY G. BOSWELL
COMMISSIONER

EMPLOYMENT OPPORTUNITY

JOB TITLE: Administrator II
(Forensic Outpatient Program Specialist) **NUMBER:** 21-59

JOB CODE: A1500 **DATE:** November 19, 2021

SALARY RANGE: 74 (\$42,103.20 - \$63,780.00) **PCQ#:** 8813301

JOB LOCATION: Department of Mental Health
RSA Union Building
100 North Union Street
Montgomery, AL 36130-1410

MINIMUM QUALIFICATIONS:

- Bachelor's degree in business administration, public administration, human services, criminal justice, or related field.
- 24 months or more experience in the mental health field.

Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.

KIND OF WORK:

- Provides administrative support for DMH Outpatient Forensics Services.
- Assists the Director of Outpatient Forensic Services in managing end-process administrative tasks.
- Maintains and updates the forensic outpatient program database and tracking system (KF).
- Tracks incoming outpatient forensic evaluation reports from the contracted provider for forensic outpatient clinical services.
- Requests corrected and/or amended forensic evaluation reports from the contracted provider for forensic outpatient clinical services when needed.
- Prepares cover letters for the Director's signature to accompany outpatient evaluation reports in compliance with Rule 11.5 of the Alabama Rules of Criminal Procedure.
- Compiles forensic evaluation reports and forwards to the Director for review and dissemination to all required parties.
- Monitors activity related to requested Motions for Relief submitted to the ADMH Legal Office.
- Assists the Director in referring issues to Legal Office that require legal intervention.

- Assists the Director in implementing forensic outpatient program office performance improvement initiatives.
- Reviews evaluation reports and signs accompanying cover letters in the absence of the Forensic Outpatient Services Director.
- Disseminates evaluation reports to the court and others required parties in the absence of the Forensic Outpatient Services Director.
- Responds to various legal inquiries (e.g., judicial, district attorney, defense attorney, and JPO).
- Assists other Forensic Outpatient Program staff performing front-end tasks to include follow-up communications for requested documents, amended court orders, defense attorney information, and district attorney case discovery information, as assigned.
- Assists in monitoring the ADMH Forensic Outpatient Program centralized email inbox, as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the Code of Alabama, 1975 and the Alabama Rules of Criminal Procedure.
- Skilled in the use of Microsoft Office software programs.
- Ability to organize, manage large workloads, and meet established deadlines.
- Ability to capture and analyze data.
- Ability to make administrative decisions.
- Ability to express ideas clearly and in a concise manner, both verbally and in writing.
- Ability to work independently and as a part of a team.
- Ability to establish and maintain effective working relationships with a broad range of individuals and organizations.

METHOD OF SELECTION: Applicants will be rated based on an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License/Certifications should be uploaded with your application. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.

DEADLINE: December 17, 2021

EQUAL OPPORTUNITY EMPLOYER

Click Here to Apply:
<https://laserfiche.alabama.gov/Forms/ADMH-Job-Application>